



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## PERSONNEL SPECIALIST

\$2,654 - \$4,273

HUMAN RESOURCES MANAGEMENT DIVISION

SACRAMENTO

Limited-Term (12 months)\*

### RESPONSIBILITIES:

Under the general supervision of the Personnel Supervisor I, the incumbent will perform a wide variety of difficult and complex duties within the personnel transactions field; interpret and apply personnel related laws, rules, policies, procedures, and bargaining contracts to personnel appointments, payroll, benefits, and attendance records. The incumbent must be organized, have the ability to perform well in a deadline-oriented position, have good verbal and written communication skills, and be customer service oriented.

### DESIRABLE QUALIFICATIONS:

- Must have technical knowledge of transactions and strong interpersonal skills;
- Ability to handle multiple priorities and a wide range of duties;
- Experience in performing extremely detailed work, including complex calculations, with a high degree of accuracy;
- Possess the ability to resolve complex problems over the telephone;
- Experience in working with an Oracle Attendance Reporting System; and,
- Good computer skills with a working knowledge of Microsoft Office software.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Personnel Specialist level. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**\*Limited Term position may become permanent**

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

09/10/14 RJ

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### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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## **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

**DO NOT EMAIL APPLICATION.** Emailed applications will not be accepted. **PLEASE INDICATE "Personnel Specialist, PSN #413-191-1303-011" ON THE STATE APPLICATION.**

**Applications must be postmarked by the final filing date to be considered.** For additional information, please call Reginald Justo at (916) 492-3351.

**FINAL FILING DATE: Tuesday, September 23, 2014 - Close of Business (5:00 p.m.)**

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

**If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.**

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